

## **MAINTENANCE FUNDED PROJECTS - PROCEDURES**

The following procedures have been approved for the contracting of Maintenance Funded Projects:

### **Project Eligibility and Restrictions**

- Allowable project size: \$25,000 to \$500,000.
- Projects must be under contract by September 15 to guarantee funds are obligated in the current Fiscal Year
- The Mobilization pay item will not be used.
- The use of a Lump Sum Traffic Control pay item will be allowed.
- The CPM Certification Acceptance (Type II) form will be used.
- A 2 week advertising period will be used.
- Addendums will not be distributed under any circumstances.
- No subcontracted work by the prime contractor except for supplies.  
(NOTE: Traffic Control Devices can be supplied and placed by the prime. If traffic control is required through a subcontractor, use county, direct forces or a purchase order.)
- All projects must be submitted on time to meet the advertising date. This is the “*To QA for Review*” column in the Letting Dates and Board Dates Schedule (for Maintenance Funded Projects Only). The schedule does not allow lost time to be made up.

### **Schedule**

In order to award the contract prior to the September 15<sup>th</sup> deadline, an August letting date will be the last available let date. Due to the compressed schedule, Project Managers must respond to any questions or requests for revisions as soon as possible. If projects are received and available for a longer advertising period, they will be advertised at that time.

The procedures for Capital Preventive Maintenance projects will remain the same and should not be confused with the above directions.

### **New Job Number Creation System**

These projects will use a six digit job number. An example would be M12345. The following identifies what each digit represents and explains how the job numbers should be created.

#### **First Digit**

Shall always be the letter M to designate a maintenance contract.

#### **Second Digit**

The second digit will be the number of the region the project originated in. Use the following list:

1. Superior Region
2. North Region
3. Grand Region
4. Bay Region
5. Southwest Region
6. University Region
7. Metro Region

### Third and Fourth Digits

The third and fourth digits represent the current fiscal year, such as 2001 would be filled in as 01, and 2002 would be filled in as 02 and so on.

### Fifth and Sixth Digits

The fifth and sixth digits represent the current year project number. Each TSC will need to track these projects and assign project numbers that have not been used before.

| <u>Region</u> | <u>TSC</u>    | <u>Project Numbers</u> |
|---------------|---------------|------------------------|
| Superior      | Crystal Falls | 01-24                  |
|               | Escanaba      | 25-49                  |
|               | Ishpeming     | 50-74                  |
|               | Newberry      | 75-99                  |
| North         | Alpena        | 01-24                  |
|               | Cadillac      | 25-49                  |
|               | Grayling      | 50-74                  |
|               | Traverse City | 75-99                  |
| Grand         | Grand Rapids  | 01-32                  |
|               | Greenville    | 33-65                  |
|               | Muskegon      | 66-99                  |
| Bay           | Bay City      | 01-24                  |
|               | Cass City     | 25-49                  |
|               | Davison       | 50-74                  |
|               | Mt. Pleasant  | 75-99                  |
| Southwest     | Coloma        | 01-32                  |
|               | Kalamazoo     | 33-65                  |
|               | Marshall      | 66-99                  |
| University    | Brighton      | 01-32                  |
|               | Jackson       | 33-65                  |
|               | Lansing       | 66-99                  |
| Metro         | Detroit       | 01-19                  |
|               | Macomb        | 20-39                  |
|               | Oakland       | 40-59                  |
|               | Port Huron    | 60-79                  |
|               | Taylor        | 80-99                  |